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ABSTRACT

These guidelines are aimed towards school administrators who are selecting school library media directors, determining long and short term goals for school library media programs at the district level, and evaluating district school library media programs. The publication briefly answers these questions: 1) What is the present status of school district library media supervision in Kansas? 2) Why should a district have a school library media program? 3) Who is the school library media director? 4) What are the goals of the district library media program? 5) How does the director pursue these goals? and 6) What are some optimum practices for school library media administration in Kansas? Appended is a summary of the survey "Supervision of School Library Media Programs in Kansas Now -- 1971" which gives personal data related to Kansas library media directors and statistical information concerning those school districts employing library media directors. (Author/JK)

ED 066902

Kansas Guidelines for the Supervision of School Library Media Programs

Of all the wonders, none is more wonderful than man, who has learned the art of speech, of wind-swift thought, and of living in neighborliness.

Sophocles

EM 010 237

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Kansas Guidelines for the Supervision of School Library Media Programs

Marjorie Sullivan, Editor

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Kansas School Library Media Directors
and Department of Librarianship
Kansas State Teachers College, Emporia
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TABLE OF CONTENTS

What Is the Present Status of School District Library Media Supervision in Kansas? 4

Why Should a District Have a School Library Media Program? 5

Who Is the School Library Media Director? 6

What Are the Goals of the District Library Media Program 7

How Does the Director Pursue These Goals? 8

What Are Some Optimum Practices for School Library Media Administration in Kansas? 10

Appendix 11

Supervision of School Library Media Programs in Kansas Now—1971 13

Kansas Library Media Program Directors Survey Data 14

Statistics 15

Districts With School Library Media Directors 16

Institute Participants 18

PREFACE

With the unification of school districts this past decade, a number of Kansas school systems have felt the need for library media coordination at the district level and have employed directors and/or coordinators of school library media services to assume that responsibility. After careful study these directors have recommended the following guide to effective school library supervision.

It is the hope of this committee that administrators of school systems will find these guidelines a useful tool in selecting school library media directors, in determining long and short term goals for school library media programs at the district level, and in evaluating district school library media programs.

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INTRODUCTION

Today educational programs advocate experimental approaches to the learning process with emphasis on individualized instruction. Print and nonprint materials with the accompanying technology are employed to further these approaches. As a result, schools at all levels are either establishing or expanding existing library media centers. Leadership in this endeavor is the responsibility of the professional school library media director for the school district. Aware of their role in developing this leadership, the staff of the Department of Librarianship of Kansas State Teachers College sponsored a two-day institute in the fall of 1971 for Kansas School Media Directors. The purpose of the institute was to eastablish guidelines for supervision. The resulting publication answers briefly six questions:

1. What is the present status of school district library media supervision in Kansas?
2. Why should a district have a school library media program?
3. Who is the school library media director?
4. What are the goals of the district library media program?
5. How does the director pursue these goals?
6. What are some optimum practices for school library media administration in Kansas?

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WHAT IS THE PRESENT STATUS OF SCHOOL DISTRICT LIBRARY MEDIA SUPERVISION IN KANSAS?

Of the 311 unified school districts in Kansas during the 1971-1972 school year, only twenty-three had library media directors. Yet *Standards for School Library Programs*, published by the American Association of School Libraries in 1960, recommends that each district having five or more attendance centers employ a professionally trained director of the district media program. Presently Kansas has 133 districts with five or more attendance centers; however, only 17 of these districts employ school library media directors.

In many of these districts coordinated library media programs are of recent origin. Previous to the appropriation of federal funds for school media center materials with the enactment of ESEA Title II in 1965, only three Kansas unified districts had hired library directors. Currently each of the four largest Kansas districts has more than one certified person involved in media coordination at the system level. However, only eight of the ten largest districts have directors, and only fourteen of the largest twenty-five systems employ district library media program directors.

See appended

SUPERVISION OF SCHOOL LIBRARY MEDIA PROGRAMS IN KANSAS NOW—1971

Janice Whitman, Library Coordinator,
UNFD No. 450, Shawnee Heights

WHY SHOULD A DISTRICT HAVE A SCHOOL LIBRARY MEDIA PROGRAM?

An integral part of the school system, the district library media program facilitates the achievement of educational objectives. Services to promote creative student inquiry can be rendered most effectively when they are unified and administered as a single comprehensive program under the supervision of the district school library media director. Such a program evolves from the cooperative efforts of the director and other administrative personnel as they implement the curriculum.

WHO IS THE SCHOOL LIBRARY MEDIA DIRECTOR?

The school library media director provides supervision which is creative and constructive. The ultimate aim of educational supervision is the improvement of learning experiences which will contribute to the growth and development of young people. The modern concept of supervision emphasizes leadership, coordination, co-operation, creativity, self-direction, and effective public relations.

Qualifications

leadership
flexibility
communication skills
administrative ability
professionalism
commitment to service

Requirements

a master's degree, with a minimum of twenty-four graduate hours of library media education;

an administrator's certificate, or work toward one;

a contract for a minimum of 220 days; and

five or more years of successful school experience which includes time spent both as a classroom teacher and as a media specialist in a school library media center.

WHAT ARE THE GOALS OF THE DISTRICT LIBRARY MEDIA PROGRAM?

To develop commitment to effective individual school library media programs on the part of school administrators, faculties, the board of education, community members, and students so that school library media centers will become a central force implementing educational purposes and policies.

To extend awareness of social trends which shape and reshape the curriculum, constantly modifying the role of the school library media center.

To appraise achievements and to establish long and short term goals.

To provide personnel, print and nonprint media, equipment, and facilities on district and attendance center levels comparable to those described in the 1969 ALA-NEA *Standards for School Media Programs*.

To supply centralized services, such as technical processes, film library, and CATV, to support building-level media center programs.

To cooperate with all types of libraries in sharing resources and promoting programs in order to provide total community library services.

HOW DOES THE DIRECTOR PURSUE THESE GOALS?

To achieve the goals of the school district library media program, the director shall:

1. Develop and interpret an effective library media program which implements the educational philosophy and goals of the school system.
2. Act as a consultant and share in the decision-making process in areas pertaining to library media programs.
3. Exert leadership in working with other administrators and the community on immediate and long-range improvement of instruction.
4. Serve on curriculum committees and participate in curriculum development.
5. Write job classifications and descriptions, as well as guidelines for school library media personnel.
6. Make recommendations and assist the personnel office in the recruitment, selection, and placement of library media personnel.
7. Prepare, allocate, and administer the budget for school library media services.
8. Establish procedures with the business office relating to district library purchases and operations.
9. Plan and administer central services for the acquisition, organization, and processing of library media, both print and nonprint.
10. Provide for the adoption of a written selection policy and for cooperative evaluation and selection of materials by library media personnel, teachers, curriculum specialists, and administrators.
11. Promote optimum utilization and integration of materials.
12. Establish orientation procedures and provide in-service education for library media personnel.

13. Aid in planning orientation and in-service education for district personnel.
14. Encourage experimentation, creative expression, research, and evaluation related to the school library media program.
15. Maintain a professional library media center and provide for the dissemination of significant educational information.
16. Pursue opportunities for continuing education through active participation in professional organizations.
17. Offer guidance and encouragement to staff members through school visits and conferences.
18. Participate in formulating the educational specifications and plans for library media centers to be built or remodeled.
19. Submit specifications for furniture and equipment.
20. Accept responsibility for local, state, and national library media reports and surveys.
21. Cooperate with other media centers and libraries in the community and region.
22. Initiate and administer library media programs for federal projects.

WHAT ARE SOME OPTIMUM PRACTICES FOR SCHOOL LIBRARY MEDIA ADMINISTRATION IN KANSAS?

To move in new directions and to serve as a change agent, the school library media director shall participate actively to achieve the following:

Curriculum planning, implementation, and evaluation, as a member of instructional teams.

Organization of school library media programs and cooperative multiple units which will support instruction from kindergarten through grade twelve.

Promotion of library media use by the extension of services during the school day, beyond the school year, and into the larger community.

Application of proven and appropriate new technologies to facilitate the educational aims of the school.

Encouragement of student, parent, and community participation in planning and evaluating the school library media program.

Assessment of the school library media program in terms of educational objectives.

Implementation of state and national standards for school library media programs.

Elevation of the positions of school library media director to administrative status, and the extension of his contract to twelve months.

APPENDIX

Destructiveness and creativity are opposed forces in the life of the mind. To create is to construct, and to construct cooperatively is to lay the foundations of a peaceful community.

Sylvia Ashton-Warner
Teacher

SUPERVISION OF SCHOOL LIBRARY MEDIA PROGRAMS IN KANSAS NOW —1971

Janice Whitman, Library Coordinator,
UNFD No. 450, Shawnee Heights

Designation

In Kansas the title of the person charged with school library media program coordination varies from Coordinator of Libraries or Media Coordinator to Director of Library Services and Program Evaluation. A few districts use the designation recommended in the 1969 ALA-NEA *Standards for School Media Programs*, Director of School Library Media Services.

Data

Of the twenty-eight persons assuming the responsibilities of media coordination in twenty-three Kansas districts, two hold two master's degrees and all but one hold at least one master's degree. Undergraduate degrees have been earned in fifteen colleges and universities, with nine major fields of study represented. Graduate degrees have been granted by twelve institutions of higher education located in eight states. Other findings of the 1971 survey are summarized on the following page.

KANSAS LIBRARY MEDIA PROGRAM DIRECTORS SURVEY DATA

	Reporting	Number or Range	Average
College Hours			
Undergraduate	25	124-153	135.9
Graduate	25	5-92	47.5
Media Hours			
Undergraduate	25	0-27	7.3
Graduate	25	0-44.7	26.3
Total	25	17-66	33.5
Audiovisual Hours			
Undergraduate	25	0-8	.99
Graduate	25	0-18	3.7
Total	25	0-18	4.7
Years of Experience			
Related Areas	9		
Public		3	
University		4	
Junior College		1	
Civial Service		1	
School	25	5-37	17.2
Present Position	25	1-23	6.0
Salaries	21	$8,000-$18,500	$11,947.25
Length of Contract	21	9-12 months	10.3 months
Negotiation Representation	22		
Administrators		6	
Classroom teachers		12	
Administrators and teachers combined		4	

	Reporting	Number or Range
Certification		
Degree Life 122, 123	24	
Secondary 112		6
Elem. & Sec. 101, 107, 108		5
Elementary 109, 110		6
Administrator 149, 132, 133		4
		3
Affiliations		
KNEA/NEA	25	
ALA, AASL		16
KASL		12
KLA		25
AFFECT		5
KSECT		4
ASCD		3
		3

STATISTICS

The following compilation was prepared from the reports of district superintendents (Form 18E) for the Statistical Services Section, Division of Administrative Services, Kansas State Department of Education. Districts with coordinated medi programs are listed by size of enrollment. Per pupil expenditure for library media was determined by dividing the amount reported as spent for media (230 line item, minus reimbursable portions) by the adjusted enrollment.

DISTRICTS WITH SCHOOL

Rank (Size)	District	1969-70 Adj. Enroll.	Per Pupil Cost	Media $ Per Pupil	No. Public School Attendance Centers
1	Wichita	60,856.0	$709.16	$ 6.01	112
2	Shawnee Mission	44,066.5	696.70	11.38	65
3	Kansas City	32,871.0	587.26	6.37	59
4	Topeka	23,589.5	636.26	7.90	49
5	Salina	10,239.5	546.17	3.18	22
6	Hutchinson	7,841.0	622.26	4.49	16
8	Junction City	6,710.0	648.33	6.52	14
9	Derby	5,713.0	612.45	6.98	10
11	Manhattan	5,360.0	631.42	6.02	13
12	Turner	5,305.5	584.47	4.91	10
14	Great Bend	4,537.0	645.47	7.43	14
17	Newton	3,841.0	611.98	8.17	14
18	Coffeyville	3,839.5	558.31	3.76	14
22	Auburn-Washburn	3,683.5	634.61	7.91	10
29	McPherson	2,621.5	716.32	8.13	11
31	Chanute	2,575.5	552.68	4.66	8
33	*Parsons	2,530.0	595.23	6.04	7
39	Shawnee Heights	2,101.0	841.79	11.96	5
45	Buhler	1,868.0	717.04	9.21	5
56	*Chapman	1,580.5	864.24	5.43	10
79	*Eureka	1,146.5	743.95	6.85	9
120	*Remington	796.0	884.07	14.40	6
123	*Centralia Frankfort	788.5	893.54	12.60	6

*Less than full time.

LIBRARY MEDIA DIRECTORS

	1970-71				
No. ibrarians xclusive of irector)	Adj. Enroll.	Per Pupil Cost	Media $ Per Pupil	No. Public School Attendance Centers	No. Librarians (Exclusive of Director)
97	64,140.5	$640.81	$ 5.07	112	96
67	43,667.0	667.41	7.41	63	66
25	33,342.5	547.71	5.75	59	25
44	23,679.0	597.79	9.06	48	44
10	10,216.5	494.42	3.43	21	10
9	8,089.0	574.46	4.51	16	9
10	6,332.0	654.32	9.37	15	9
9.5	5,607.5	609.06	5.47	10	9.5
9	5,415.5	595.10	5.63	13	9
7	5,391.0	547.94	4.50	10	7
7	4,514.0	617.86	8.21	14	7
7	3,904.0	574.03	4.98	14	6
8	3,897.0	523.88	3.81	14	8
5	3,606.5	609.38	8.01	10	5
2	2,636.5	678.33	7.37	11	2
6	2,579.0	525.63	7.36	8	5
5	2,708.5	498.83	3.52	7	5
5	1,826.0	870.52	11.55	4	4
5	1,808.5	696.68	9.07	6	4
2	1,610.5	807.75	4.01	10	2
3	1,157.0	695.78	6.85	9	3
1	785.5	853.22	17.36	6	1
1	781.0	868.89	7.15	7	1

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